



Montana Board of Crime Control Request for Proposals (RFP)

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**Request for Proposals (RFP)
#15-04 (M)
Misdemeanor Probation**

New applicants must register online at www.mbcc.mt.gov/osas/Default.aspx
and are encouraged to register immediately upon intent of application.

Proposal Deadline: January 22, 2015 at 12:00 P.M. Noon
Project Dates: July 1, 2015 to June 30, 2016

Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 5 South Last Chance Gulch, PO Box 201408, Helena, MT 59620-1408. Phone (406) 444-3604; FAX (406) 444-4722; TTY (406) 444-7099.

*For applicants without Internet access who cannot submit an application electronically through MBCC's Online Application System, please contact Kristel Matchett, Administrative Assistant, MBCC by e-mail, fax, or expedited/overnight mail (use of mail service with package tracking capability is strongly encouraged). Proposals must be received by MBCC no later than **12:00 P.M. Noon on January 22, 2015**, in order to receive MBCC review and consideration.*

I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals to implement the Misdemeanor Probation for Domestic Violence Program in Montana. The 2005 Legislature passed HB 476, increasing the marriage license fee to fund this program. It is estimated that a total of \$100,000 will be available.

The purpose of this program is to promote victim safety and offender accountability through a variety of case management and compliance monitoring methods. These methods include

but are not limited to: probation personnel, electronic or GPS monitoring, and case management systems that track recidivism and revocation. Recidivism and risk of serious injury or death to victims can be reduced when offenders are held accountable by the criminal justice system and are required to comply with court ordered sanctions such as payment of fines and restitution, batterer counseling/treatment, Orders of Protection, and drug and alcohol screening.

Communities should demonstrate a collaborative approach in program development between courts, law enforcement, prosecution, and victim assistance programs. Involvement by participating agencies should be documented and include specific contributions to be made.

II. Eligibility

Eligible applicants include units of local government, tribal governments and private nonprofit agencies. Private nonprofit agencies are highly encouraged to submit a Memorandum of Understanding (MOU) with a local government.

Private nonprofit agencies must document their nonprofit status.

Mandatory DUNS and SAM Registration:

The Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) took effect January 1, 2009. Applicants for Federal awards are required to have a Dun & Bradstreet (DUNS) number and to maintain a current registration in the System for Award Management (SAM). To obtain a DUNS number online, go to <http://www.dnb.com/> or call the Dun & Bradstreet hotline at 1-866-705-5711. For additional information regarding SAM, visit www.sam.gov.

The DUNS number is required as part of registration with SAM. To register with SAM, go to www.sam.gov or call the Federal Service Desk at 1-866-606-8220 with any questions.

Note: You must renew your SAM registration once a year. If applicants fail to renew their SAM registration, the grant application may not be considered.

A copy of the current, active SAM registration MUST be uploaded into the Online Subgrantee Application System (OSAS).

III. Application Deadline

Applications for RFP #15-04 (M) must be submitted no later than **January 22, 2015 at 12:00 p.m. noon.**

Failure to meet required deadlines and/or application requirements may result in denial of the application.

In an effort to mitigate any potential application submission problems, MBCC strongly urges applicants to submit applications 72 hours prior to the application due date.

IV. Registration

Register with the Online Subgrantee Application System (OSAS) at <http://mbcc.mt.gov/osas/Default.aspx> immediately to ensure meeting the application deadline of **January 22, 2015 at 12:00 p.m. noon**. Create your login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters (at least 1 letter and 1 digit) and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number (FEIN). If you have previously applied for a grant with MBCC, use your existing User ID and Password. If you need assistance, contact MBCC at (406) 444-3604.

V. How to Apply

Go to www.mbcc.mt.gov, select *Grant Resources* then select *Online Application*. Log in, select *File a New Application* and then select the RFP for which you are applying. Complete the online application.

REQUIREMENTS:

All required documents must be uploaded into the online application for submission; some documents must be scanned before uploading. These include the following:

- Signature page with original signatures – *Application cannot be submitted without identifying the Project Director and Budget Representative. MBCC recommends this be a priority before completing the rest of the application. Please make sure signers are current and have signatures on the form prior to completing online application.*
- Verification for System of Award Management (SAM) Registration
- For Non-Profits only:
 - Financial Resource Disclosure Form – click on the following link then scroll down to Form/Financial to download and complete the form: <http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>
 - Accounting System and Financial Capability Questionnaire – click on the following link then scroll down to Forms/Financial to download and complete the form: <http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>
 - Proof of non-profit status
- All other required documents:
 - Position Description if personnel is requested in budget
 - Policies and Procedures for LEP Clients and Client Grievance
 - Organization Chart and list of personnel working on the Misdemeanor Probation project
 - List of Board Members (Non-Profits only)

Assistance

If you need assistance with online registration or submission of the online application, please call our front office at (406) 444-3604.

If you have questions regarding the application content, please contact the following staff:

Program Accountant
Maia Zelenak
MZelenak@mt.gov

Phone
406-444-1998

Program Manager
Tina Chamberlain
TChamberlain@mt.gov

Phone
406-444-4763

Crime Statistics

Agencies may utilize crime data that is collected by the MBCC Statistical Analysis Center to include in their applications. MTIBRS Online Reporting (MOR) is an interactive database that takes full advantage of Montana's Incident-Based Reporting System. Users can select custom reports based on offense, offender/arrestee, victim, and property data elements. Users can also create their own custom reports based on many variables and export the reports in multiple formats (PDF, XML, or comma-delimited). Data from 2005 to the most complete current year is available. For assistance in accessing MOR or for technical assistance regarding crime statistics, agencies should request the information at mbcc@mt.gov *at least five working days before the RFP deadline*. For more information, please contact Tyson McLean at (406) 444-4298 or TyMcLean@mt.gov or Kathy Ruppert at (406) 444-2084 or KRuppert@mt.gov.

Crime Data Reporting Policy (for units of local government)

If applicable, MBCC requires the applicant's local law enforcement agency(ies) to be compliant with the Crime Data Reporting Policy. Click here to review the policy: <http://mbcc.mt.gov/Data/CrimeDataSubmissions/B-03CrimeDataReportPolicy.pdf>. Contact MBCC staff for your agency's crime data reporting status - Kathy Ruppert (406-444-2084; kruppert@mt.gov) or Tyson McLean (406-444-4298; TyMcLean@mt.gov) *at least five working days before the RFP deadline*.

Receipt Verification

All applicants will receive a letter acknowledging the receipt of their application and will be assigned a grant number and an MBCC contact person.

Late Applications

New project applications received past the due date will not be considered. Continuation project applications received past the due date require an appearance before the Victims Committee of the Board to request consideration. See below for definitions:

- Continuation Project – a project that received or was approved for funding in the previous grant cycle from the same funding source as applying for
- New Project – project that is not currently receiving funding from the same funding source as applying for.

VI. Quarterly Reporting

All successful applicants for grant award funds from MBCC must agree to the following: Submit quarterly narratives, performance measures, data, and financial reports in the prescribed format according to MBCC time frames within 10 days after the end of each program quarter.

<u>Reporting Period:</u>	<u>Due Date:</u>
Quarter 1: July 1 – September 30	October 10
Quarter 2: October 1 – December 31	January 10
Quarter 3: January 1 – March 31	April 10

VII. Program-Specific Information**Project Period**

The project period begins July 1, 2015 and concludes June 30, 2016. Funds may not be expended or obligated prior to July 1, 2015.

Purpose of funds

The purpose of funding is to provide monitoring and enforcement of sentence compliance for offenders who have been convicted of first or second offense Partner or Family Member Assault (PFMA) under MCA 45-5-206 or of a violation of an order of protection under MCA 45-5-626. Communities are strongly encouraged to develop a comprehensive plan for achieving goals including assessment of need, demonstration of collaboration through community coordinated response teams, methodologies to be employed, meaningful sanctions for non-compliant offenders, plans for sustainability of the program, and details regarding how the program will be evaluated.

Match

Programs are not required to provide matching funds under this solicitation.

Misdemeanor Probation Authorized Purpose Areas

Grants under this program may be used for the following purposes (a program containing most of these elements would qualify as a comprehensive program):

- Supervision/Probation for offenders convicted of first or second offense misdemeanor partner or family member assault or of a violation of an order of protection;
- Tracking of sentence requirements and compliance with each;
- Electronic or GPS monitoring of some offenders after risk assessment;
- Victim safety measures such as lethality assessment;
- Tracking of outcomes (i.e. recidivism, revocations of probation etc.); and
- Establishment of a supervision fee structure or other means of program sustainability.

Communities are *discouraged* from activities that may compromise victim safety such as:

- Offering perpetrators the option of entering pre-trial diversion programs;
- Mediation or counseling for couples as a systematic response to domestic violence;
- Requiring victims to report domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Court mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Placement of batterers in anger management programs; and
- Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them. Rather, procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged.

Application Review and Scoring

All applications will be reviewed through a competitive process for completeness and responsiveness to the scope of the Misdemeanor Probation program and the requirements of this RFP. Accounting and Program staff will review applications; funding recommendations

will be referred to the MBCC Victims Committee for their review. Victims Committee funding recommendations will be referred to the Board for final funding decisions/awards. The Board reserves the right to award funds to programs they believe are the best use of Misdemeanor Probation funds, regardless of the applicant's application score. The Board supports the use of evidence-based and promising practices and will also consider this factor when reviewing applications.

Selection Criteria

The following selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. (See Section VIII - Application Requirements for further description of the required elements.)

- Executive Summary - 5 percent out of 100
- Budget and Budget Narrative – 20 percent out of 100
- Needs Statement - 25 percent out of 100
- Goals – 10 percent out of 100
- Objectives – 10 percent out of 100
- Implementation Plan – 15 percent out of 100
- Evaluation Plan – 5 percent out of 100
- Collaboration – 5 percent out of 100
- Future Funding/Sustainability Plan – 5 percent out of 100

For example, the criteria “Executive Summary” is worth 5 percent of the entire score in the application review process.

Scoring Criteria will be used as a tool to assist the accounting and program staff, as well as the Victims Committee, in evaluating the overall application. Any proposal that fails to achieve 60% of the total available points may be eliminated from further consideration.

VIII. Application Requirements

Applications and their components must be submitted based upon a 12-month period (July 1, 2015 – June 30, 2016) and MUST include the following:

Section 1. Face Page. The face page is automatically generated in the online application system. The face page identifies the applicant, the project director, the project title, the project duration dates, the previously funded grant number, and the total number of months of federal support. *The Project Director must be an employee of the applicant agency.*

Section 2. Project Budget. Applicants must provide a budget that is (1) complete, allowable, and cost-effective in relation to the proposed activities; and (2) directly related to the development, implementation, or operations of the specific project. *It is strongly recommended that applicants budget one night hotel and travel expenses for 1-2 staff to attend the annual MBCC subgrantee training.*

Section 3. Budget Narrative. The narrative should (1) demonstrate that all costs are reasonable; (2) explain and justify each budget item; (3) show the cost

calculations to demonstrate how the applicant arrived at the total amount requested; (4) provide a brief narrative to link costs with project activities; and (5) include the source of the match, if applicable.

Section 4. Project Narrative. The project narrative describes the applicant's approach in his/her community or area of operation. Submit a project narrative that presents a detailed description of the purpose, needs, goals, objectives, strategies, implementation, evaluation, and sustainability of the proposed project. Clearly list the performance measures for the selected purpose area in this section. Goals and objectives should adhere to those performance measures. Material required under the Budget and Budget Narrative and Other Attachments sections will not count toward the project narrative page count. The program narrative must be written in a 12-point font, double-spaced, and kept to 24 pages or less.

The Project Narrative MUST contain the following elements:

Executive Summary

Briefly summarize the scope of your project; state the problem or need; identify objectives and outcomes to be gained. Explain how the proposal is addressing the purpose area you identified. This section should be limited to 4 double-spaced, 12-point font pages.

Needs Statement

The needs statement identifies the problem(s) to be addressed and validates the need for your program and services within your area. The statement includes current data (less than 5 years old) that justifies the grant request. The needs statement should reflect regional or community data in addition to statewide data. Please identify the date range of the data. Include the population of your community and of the total area the program covers and how many counties you serve. Indicate the number of other victim services in the community and ways in which your program is different.

Goals

Provide a broad statement, written in general terms, that conveys the project's intent to change, reduce, or eliminate the problem described. Outline the specific goal(s) of the project. Goals must be clearly defined, challenging, achievable, realistic and tangible. The project goals should adhere to the purpose area and the performance measures tied to that purpose area.

Objectives

There is a minimum of three objectives and a maximum of five objectives. Identify the specific milestones aimed at achieving the goal(s). Objectives must start with the word "To"; must state the date when a milestone will be reached; and must be specific, measureable, achievable, realistic, and time-bound. Objectives should be directly related to the performance measures. Example: "To work directly with law enforcement to improve victim services" is not a measurable objective. "To hold 12 monthly meetings with law enforcement to discuss ways to improve victim services" is measurable

and appropriate for the project period.

Implementation Plan

Describe specific steps that will be taken or projects that will be funded to accomplish each objective. A suggested format is a table or work plan listing the objectives, the responsible party or parties, the timeline, how each objective will be accomplished, projected costs, and resources needed.

Evaluation Plan

Document the data you intend to collect to verify that the objectives have been met. Clearly state what data will be collected, how, by whom, and when. Describe the existing community-level baseline data, the capacity to support the program, and an assurance of the agency's commitment to provide pre- and post-data related to the specific performance measures and activities outlined in the narrative.

Collaboration

Applicants must include a description of collaboration with other agencies in the community and region that are providing direct services to victims, including but not limited to representatives from children services, community organizations, hospitals, local police departments, and the court system, such as victim advocates, and prosecutors' offices.

Future Funding/Sustainability Plan

Applicants must include a plan that outlines how the project intends to be funded in the future. The plan should address the current year funding plan, estimated funding requests for the subsequent year, the estimated total length of funding anticipated, and a general description of funding in the final year of support. *Applying for additional grants is not considered an adequate sustainability plan.*

Section 5. Special Assurances and Conditions. The subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The signature page of this application binds the applicant to the Special Assurances and Conditions.

Section 6. Signature Page with Original Signatures. The Signature Page with original signatures must be scanned and uploaded into OSAS. When awarded, the application forms a contract between the applicant and MBCC. The signatures are binding. Duplicate responsibilities are not allowed. No single person can sign as Agency Representative and Project Director. The official budget representative must be a person with budget-setting authority, generally a mayor, chairperson, department director, etc. If any person in the position of Budget Representative, Project Director, or Financial Officer changes, the entire form must be completed with updated information and signed by all parties. *The Project Director must be an employee of the applicant agency.*

Section 7. Upload Required Documents. Do not submit documents other than those

specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

a. Signed Signature Page. All required parties must sign:

- A. Official Budget Representative
- B. Project Director
- C. Financial Officer

b. Verification of SAM Registration: A copy of the current, active SAM registration must be uploaded into OSAS. See Part II: Eligibility.

c. Non-Profit Requirements:

Financial Disclosure Form. All non-profit agencies must complete this form. List all funding sources and amounts you receive to operate the program for which you are applying. Click on the following link then scroll down to Forms/ Financial to download and complete the form:

<http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>

Accounting System and Financial Capability Questionnaire. Provide information demonstrating your agency's accounting and financial structure. Click on the following link then scroll down to Forms/Financial to download and complete the form: <http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>

Non-Profit Status. Non-profit agencies must provide documentation of their non-profit status.

d. Other Required Documents:

Position Description. If grant monies are used to fund personnel for the project, include a position description for each position.

Policies and Procedures.

- Providing services to clients with Limited English Proficiency.
- Grievance policy for victims who are not satisfied with the assistance provided by an employee or the agency.

Organization Chart. Include an organization chart of the agency and a list identifying personnel working on the Misdemeanor Program project.

Listing of Current Board Members. For non-profits only.

IX. Special Requirements

All successful applicants for MBCC grant award funds must agree to the following condition(s):

1. Submit quarterly narrative, performance measures, data, and financial reports *in the prescribed format according to MBCC time frames.*

X. Selection Criteria

Awards

MBCC staff will conduct an initial screening of the proposal to check for completeness of the application. The accountants and program managers will review the applications and summarize their findings to the Victims Committee of the Board at their May meeting for their recommendations.

Immediately following the review of the applications, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Board. The Board will review all of the Committee's recommendations during their June 2015 meeting and make final funding decisions. Each applicant will receive either an award notice or a denial letter.

Appeals

Per Board policy, if an application is recommended for denial by the Victims Committee, the applicant may appeal the recommendation if the applicant demonstrates one of the following: (1) the Request for Proposal was inaccurate; (2) staff provided misinformation; or (3) staff failed to follow existing policies. Notice of appeal must be made in writing to the Executive Director of the Montana Board of Crime Control within 10 calendar days of notice of the Victims Committee's recommendation.

XII. Application Checklist

Application Checklist: Please refer to this checklist before submitting your online application and required additional documentation.

- ☐ Project Budget and Budget Narrative
- ☐ Project Narrative with Required Elements
- ☐ Scanned Signature Page with Original Signatures
- ☐ Scanned Verification of SAM Registration
- ☐ Financial Resource Disclosure Form – Non-profits only
- ☐ Scanned Accounting System and Financial Capability Questionnaire – Non-profits only
- ☐ Scanned Nonprofit Status – Non-profits only
- ☐ Other Required Documents:
 - ☐ Policies and Procedures for LEP Clients and Client Grievance
 - ☐ Organization Chart and List of Project Personnel
 - ☐ Board Member List – Non-profits only

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